

TYPING CERTIFICATES

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

TYPING CERTIFICATE REQUIREMENTS

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test (Computer is Acceptable)
- Date Test Was Administered (within one (1) year of the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

ON-LINE TYPING TESTS ARE NOT ACCEPTED

If any of this information is not on the certificate, it will not be accepted.

TYPING TEST

The following agencies have testing available; however, you are not required to use one of these agencies. These are examples of some agencies that offer this service. A fee may be required.

KELLY TEMPORARY SERVICES

(In the County Fair Mall Parking Lot)
1495 East Street, Suite C
Woodland, CA 95776
(530) 668-0111

KELLY TEMPORARY SERVICES

2880 Sunrise Blvd., Suite #102
Rancho Cordova, CA 95742
(916) 638-8845

EXPRESS PERSONNEL

428 Main Street
Woodland, CA 95695
(530) 668-9675

ADECCO EMPLOYMENT SERVICES

330 J Street, Ste. 150
Sacramento, CA 95814
(916) 444-5856

ADECCO EMPLOYMENT SERVICES

521 Main Street
Woodland, CA 95695
(530) 662-6398

**** TYPING CERTIFICATES MUST BE ATTACHED ****
TO ORIGINAL APPLICATION